



JOB OPPORTUNITY

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Announcement Number: 08-666
Position Title: **Supervisory Police Officer (Lieutenant)**
Series and Grade: PG-0083-9
Salary Range: \$62,559 - \$80,723
Promotion Potential: PG-9
Opening Date: 09/12/08
Closing Date: 09/26/08
Location of Position: Security Services
Office of Environmental Director
Washington, DC
Number of Openings: One
Type of Appointment: Permanent (Career or Career-Conditional)
Work Schedule: Full-Time
Who May Apply: All U.S. Citizens

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MAJOR DUTIES:

The incumbent serves as the Lieutenant in charge of one of three 8-hour shifts. As Officer-in-Charge, is responsible for carrying out management's policies and supervising police officers and security aides on the shift through subordinate supervisors (Sergeants), performance of law enforcement, security, antiterrorism, and crime prevention functions. Functions include making arrest, conducting investigations and bomb searches, performing legal search and seizure operations, collecting and protecting evidence, preventing crime, protection life, property and civil rights of GPO employees and enforcing rules and regulations. Plans, conducts, and directs physical security studies, projects, assessments, and surveys of the GPO in relationship of anti-terrorism and force protection activities. Analyzes data to identify physical and operations security compliance or non-compliance, vulnerabilities, trends, strengths, and benchmarks. Plans, schedules, assigns, and directs work assignment for police officers and security aides assigned to stationary post, vehicular and foot patrols, and special duties. Enforces GPO drug-free workplace policies, programs, and procedures. Conducts walking patrol. Periodically checks electronic intrusion detection devices, security and fire alarm systems and equipment to ensure proper operation. Supervises police officers responding to emergency calls within GPO boundaries. Prepares reports including loss, theft, incident, attendance, activity, assignment, fire, and inventory reports. Recommends changes and improvements concerning workload, staffing levels, shift changes, corrective actions, EEO objectives, safety issues, labor-management issues, employee awards and resolving complaints and grievances.

QUALIFICATIONS NEEDED:

Applicant must possess 52 weeks of specialized experience at the next lower grade level which has provided experience directly in police operations, practices and techniques. This experience must have included making arrests, protecting life and property, maintaining law and order, preventing crime, and investigating accidents.

All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Expert knowledge of police operations, principles, and law enforcement techniques.
2. Ability to supervise other police officers in law enforcement, anti-terrorism and security functions.
3. Ability to investigate and collect evidence relative to crimes, incidents, accidents, etc.
4. Skill in exercising arrest powers, use of force, utilizing communications equipment, and dealing with a variety of people.
5. Ability to communicate effectively, both orally and in writing investigative reports.

REQUIREMENTS

Firearms Requirement: This position authorized the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18, U.S.C., and Section 922(g) (9)]. A "misdemeanor crime of domestic violence" is generally defined under the statute as any offense involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victim's current or former domestic partner, parent, or guardian. The term "convicted", as defined in the statute, excludes any person whose conviction has been expunged, set aside, or pardoned or any person whose civil rights have been restored unless the pardon, expungement or restoration of civil rights expressly prohibits the possession of firearms or ammunition. Candidates who have been convicted of a misdemeanor crime of domestic violence within the meaning of the referenced statute are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment [Title 18, U.S.C., and Section 1001].

Maintaining firearm proficiency is also mandatory. You must satisfactorily complete (or have previously completed) the firearms component of the Mixed Basic Training Program at Glynco, GA.

Background Security Investigation: You will need to successfully complete a background investigation before you can be appointed into this position. Security Clearance: This position requires a Secret Clearance. If selected for this position, you must at all times, qualify for a security clearance at a minimum level of SECRET.

Medical/Physical: You must pass (or have previously passed) a pre employment medical examination. Prior to appointment, the person selected for this position must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties; and also pass a medical examination (which includes vision, hearing, cardiovascular, and mobility of extremities) given by an authorized government physician.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. **If your application package does not provide all the information requested, you will lose consideration for the job.**

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address below by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

NiCole B. Powell
HC Consulting Services
Phone: (202) 512-0096
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment. GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.